

ALCOAST outlines TA policy changes

ALCOAST 466/01

COMDTNOTE 1524

SUBJ: TUITION ASSISTANCE (TA) PROGRAM UPDATE

A. COAST GUARD TUITION ASSISTANCE (TA) PROGRAM, COMDTINST 1500.24 B. APPLICATION FOR OFF-DUTY ASSISTANCE, CG FORM-4147

1. WE ARE PLEASED TO ANNOUNCE THAT THE COAST GUARD TUITION ASSISTANCE ANNUAL CAP IS RAISED FOR FY02. THE ANNUAL CAP FOR TA IS NOW 3500 DOLLARS FOR ACTIVE DUTY PERSONNEL, SELECTED RESERVISTS AND CIVILIAN EMPLOYEES. SEMESTER HOURS REMAIN CAPPED AT 187.50 DOLLARS PER HOUR, QUARTER HOURS ARE CAPPED AT 125 DOLLARS PER QUARTER HOUR, AND CLOCK HOURS AT 12.50 DOLLARS.

2. COAST GUARD TUITION ASSISTANCE CONTINUES TO PROVIDE COAST GUARD MEMBERS THE OPPORTUNITY TO REACH THEIR FULL POTENTIAL AND ENABLES THE COAST GUARD TO HELP BUILD A MORE CAPABLE WORKFORCE.

3. IN FY01 THE COAST GUARD INSTITUTE PROCESSED OVER 10,000 COURSE ENROLLMENTS FOR MEMBERS OF TEAM COAST GUARD. THIS IS AN INCREASE OF 36 PERCENT OVER FY00 ENROLLMENTS.

4. TO BE ELIGIBLE FOR TUITION ASSISTANCE:

A. OFFICERS MUST AGREE NOT TO REQUEST RELEASE, SEPARATION, RETIREMENT OR TERMINATION OF SELRES STATUS FOR 12 MONTHS AFTER COMPLETING A COURSE.

B. ENLISTED MEMBERS WILL NOT INCUR AN ACTIVE DUTY OBLIGATION BUT MUST COMPLETE THE COURSE OF INSTRUCTION PRIOR TO RELAD, SEPARATION, TRANSFER FROM THE SELECTED RESERVE OR RETIREMENT FROM THE USCG.

C. FOR ALL MILITARY PERSONNEL, THE COMMAND EDUCATION SERVICES OFFICER (ESO) MUST CERTIFY THAT THE COURSE OF INSTRUCTION IS COAST GUARD MISSION OR CAREER RELATED.

D. CIVILIAN EMPLOYEES OF THE COAST GUARD WITH AT LEAST 12 MONTHS OF GOVERNMENT SERVICE ARE ELIGIBLE FOR TUITION ASSISTANCE. CIVILIAN EMPLOYEES MUST AGREE TO RETAIN EMPLOYMENT WITH THE FEDERAL GOVERNMENT FOR 1 MONTH FOR EACH SEMESTER HOUR OF CREDIT TAKEN. THE SUPERVISOR MUST CERTIFY THAT THE EDUCATION IS CAREER RELATED.

E. ALL USERS OF THE TA PROGRAM ARE REMINDED THAT PROMPT SUBMISSION OF A PROPERLY COMPLETED APPLICATION FOR OFF-DUTY ASSISTANCE FORM (CG FORM 4147 DTD 9-99) IS REQUIRED PRIOR TO CLASS REGISTRATION. APPLICANTS SHOULD PLAN AHEAD AND SUBMIT THE REQUEST IN SUCH A MANNER AS TO ALLOW FOR RECEIPT OF THE AUTHORIZATION FORM PRIOR TO CLASS REGISTRATION. EVERY EFFORT SHOULD BE MADE TO SUBMIT THE APPLICATION AS EARLY AS POSSIBLE. APPLICANTS ARE STRONGLY ENCOURAGED TO ACCESS THE COAST GUARD INSTITUTES WEB SITE AT WWW.USCG.MIL/HO/CGI FOR REF A AND B AS WELL AS OTHER PROGRAM INFORMATION. PLEASE NOTE THE NEW FAX NUMBER FOR THE TA DIVISION IS (405) 954-7247.

5. THIS TUITION INCREASE BRINGS THE COAST GUARD TA PROGRAM TO PARITY WITH DOD AND REFLECTS OUR CONTINUING COMMITMENT TO PROVIDE HIGH QUALITY EDUCATION AND TRAINING BENEFITS TO ALL MEMBERS OF TEAM COAST GUARD. WE WILL CONTINUE TO SEEK ADDITIONAL RESOURCES TO MAINTAIN THE TA PROGRAM AND BUILD A MORE COMPREHENSIVE COAST GUARD COLLEGE AND DEVELOPMENT PROGRAM.